



City of Salisbury

North Carolina

COUNCIL MEETING AGENDA

November 21, 2023
6:00 p.m.

The meeting will be held in a hybrid format and will be streamed live at salisburync.gov/webcast and on the City's Facebook account.

Anyone who wishes to speak via Zoom during public comment must sign-up by 5:00 p.m. on November 21, 2023 by contacting Connie Snyder at csnyd@salisburync.gov. Citizens who wish to speak in person can sign up in Council Chambers.

1. Call to order.
2. Moment of Silence.
3. Pledge of Allegiance.
4. Adoption of Agenda.

5. Council to recognize Barbara Perry for her outstanding contributions to Salisbury through her service on multiple boards and commissions.

6. Council to recognize Planner Malikia Cherubala for receiving the Marvin Collins Award from the North Carolina Chapter of the American Planning Association. (*Presenter – Planning and Neighborhoods Director Hannah Jacobson*)

7. Council to recognize the City of Salisbury for receiving the Charlotte Business Journal 2023 Healthiest Employer of the Greater Charlotte Award for companies with 50 to 499 employees. (*Presenters — Human Resources Business Partner Jennifer Silva*)

8. Mayor to proclaim the following observances:

SMALL BUSINESS SATURDAY
NATIONAL IMPAIRED DRIVING PREVENTION MONTH

November 25, 2023
December 2023

9. Council to consider the CONSENT AGENDA:
 - (a) Approve Minutes of the regular meeting of November 8, 2023.
 - (b) Accept a donation of five Humat hydrant valves from the Oakhurst Fire Department. The Oakhurst Fire Department discontinued their use of the Humat hydrant valves and would like to donate five Humat valves to the Salisbury Fire Department.
 - (c) Approve an update to the adopted Employee Pay Grade Classification Schedule to add the position of Emergency Vehicle Mechanic/Trainer at Pay Grade 13.

COUNCIL MEETING AGENDA – PAGE 2 – NOVEMBER 21, 2023

- (d) Adopt an Ordinance amending Chapter 13, Article X, Section 13-332 of the City Code related to stop conditions at Old Wilkesboro Road and Partee Street and an Ordinance amending Chapter 13, Article X, Section 13-338 of the City Code related to parking areas along the 500 block of Partee Street.
 - (e) Adopt a Resolution declaring specific equipment as surplus and authorize the sale of P79701, a 500KW Kohler Generator, on Govdeals.com.
10. Council to receive public comment. ***Speakers who wish to speak via Zoom must sign-up before 5:00 p.m. by contacting Connie Snyder at csnyd@salisburync.gov.*** Citizens who wish to speak in person can sign-up in Council Chambers. Citizens who are unable to speak during the meeting may submit written comments to the email above and they will be shared with Council.
 11. Council to receive a presentation regarding the Diversity, Equity, and Inclusion Strategic Action Plan. (*Presenter – Diversity, Equity, and Inclusion Director Anne Little*)
 12. Council to receive a presentation on the Ford City Motor Lofts project located at 419 South Main Street. (*Presenter – Planning and Neighborhoods Director Hannah Jacobson*)
 13. Council to consider approving the reallocation of funds budgeted for Social Security to increase the employer 401K contribution from 4% to 5% for all eligible employees and to provide an additional 1% one-time, lump-sum appreciation bonus for employees hired before July 1, 2023. Council is also asked to consider adopting a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$12,000 to transfer funds from the General Fund to the Transit Fund to cover these costs. (*Presenter – City Manager Jim Greene*)
 14. City Attorney’s Report.
 15. City Manager’s Report.
 16. Council’s Comments.
 17. Mayor Pro Tem’s Comments.
 18. Mayor’s Announcements and Comments.
 - (a) Residents of Salisbury are encouraged to share their thoughts on housing in the City by taking an online survey. The survey will help shape future policies and spending priorities related to housing and community development. The survey is available at www.salisburync.gov/housing. The survey launched October 16th and will remain open through the end of November.
 - (b) The ‘Tis the Season Spectacular community event will take place Wednesday, November 22nd with a parade beginning at 3:00 p.m. in Downtown Salisbury. Festivities will continue at Bell Tower Green with the official tree lighting taking place at 6:00 p.m. The event runs from 4:00 p.m. until 8:00 p.m.
 19. Adjourn.

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Mayor Karen Alexander

Name of Presenter(s): Mayor Karen Alexander

Requested Agenda Item: Council to recognize Barbara Perry for her outstanding contributions to Salisbury through her service on multiple boards and commissions.

Description of Requested Agenda Item:

Barbara Perry has been instrumental in the creation of the Community Appearance Commission and the Public Arts Commission and has served on the Tree Board, Hurley Park Advisory Board, and Housing Advocacy Commission. Ms. Perry has served the City in some capacity since 1984. Council will recognize Ms. Perry as she retires from public service and thank her for her remarkable contributions over the last 39 years.

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: Council to recognize Barbara Perry for her outstanding contributions to Salisbury through her service on multiple boards and commissions.

(Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual: Mayor Karen Alexander

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Planning and Neighborhoods

Name of Presenter(s): Hannah Jacobson, Planning and Neighborhoods Director

Requested Agenda Item: Council to recognize Planner Malikia Cherubala for receiving a Marvin Collins award from the North Carolina Chapter of the American Planning Association.

Description of Requested Agenda Item:

Planner Malikia Cherubala for the City of Salisbury, received honors as the 2022-2023 Outstanding Undergraduate Student by the North Carolina Chapter of the American Planning Association. Malikia attended Appalachian State University and received a bachelor's degree in City and Regional Planning, with a minor in Sustainable Development and certificate in Geographic Information Systems (GIS). The Marvin Collins award for outstanding students recognizes students who have excelled in accredited planning programs.

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: Council to recognize Malikia Cherubala.

Contact Information for Group or Individual: Hannah Jacobson, hannah.jacobson@salisburync.gov, 704-638-5230

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Ruth Kennerly, HR Director

Name of Presenter(s): Human Resources Business Partner Jennifer Silvia

Requested Agenda Item:

Recognition of the City of Salisbury getting the Charlotte Business Journal 2023 Healthiest Employer of the Greater Charlotte Award for companies with 50-499 employees.

Description of Requested Agenda Item:

The City of Salisbury is proud to announce that we have been featured once again as the Healthiest Employers of Greater Charlotte for companies with 100-499 employees by Charlotte Business Journal.

This distinction is based on a survey sent to companies in both the private and public sector covering a wide variety of health and wellness factors, such as healthcare coverage, testimonials from employees, and incentive programs. Each company is compared to similar-sized companies nationwide, with those surpassing the national average being featured on the list.

The City of Salisbury has been established as one of Charlotte's healthiest employers since 2020.

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: *(Please note if item includes an ordinance, resolution or petition)*

Contact Information for Group or Individual: Ruth Kennerly, rchap@salisburync.gov, 704-638-2168

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

Ruth Chaparro

From: Jennifer Silvia
Sent: Monday, November 13, 2023 8:30 AM
To: Ruth Chaparro
Subject: FW: Salisbury receives Healthiest Employer honor for fourth year

See press release below.

Jennifer Silvia, IPMA-CP
Human Resources Business Partner

Human Resources Department
City of Salisbury || 132 N. Main Street Salisbury, NC 28144
Office: (704) 638-5215 || Fax: (704) 638-8454
jsilv@salisburync.gov || www.salisburync.gov



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From: Jennifer Silvia
Sent: Monday, November 6, 2023 11:38 AM
To: Ruth Chaparro <rchap@salisburync.gov>
Subject: FW: Salisbury receives Healthiest Employer honor for fourth year

Healthiest Employer Press Release.

Jennifer Silvia, IPMA-CP
Human Resources Business Partner

Human Resources Department
City of Salisbury || 132 N. Main Street Salisbury, NC 28144
Office: (704) 638-5215 || Fax: (704) 638-8454
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From: Linda McElroy <lmcel@salisburync.gov>
Sent: Wednesday, August 2, 2023 3:59 PM
Subject: Salisbury receives Healthiest Employer honor for fourth year

Salisbury receives Healthiest Employer honor for fourth year

SALISBURY, N.C. (Wednesday, Aug. 2, 2023) – For the fourth year in a row, the City of Salisbury is honored as one of the “Healthiest Employers” in the greater Charlotte region. The annual *Charlotte Business Journal* competition ranked Salisbury in second place in the “Employers with 50-499 employees” category.

With just over 450 full- and part-time employees, Salisbury continues to make significant progress in improving employees’ health through its popular Health and Wellness Committee. The employee-led group works to offer beneficial, wellness-related experiences, events and tips to employees. An on-site nurse practitioner is an added benefit for staff who need bloodwork, seasonal vaccines and non-emergency visits for minor illnesses.

The city also continues to offer emergency paid sick leave (COVID-19 pay) to employees who are out of work due to the coronavirus. Employees receive 10 shifts of emergency paid sick leave. The benefit has been well-received as employees understand the city is voluntarily opting to continue with that coverage. The city is also working with a provider to address the unique mental health challenges of first responders.

“I am extremely proud of our staff who have a role in ensuring that our employees have access to wellness programs,” said City Manager Jim Greene. “Health and safety is always a top priority for us as a local government concerned about the quality of life for its residents. Nowhere is that more valued than within our own organization. From continued COVID prevention tactics to friendly weight loss competitions, we’re doing the work to support our employees as they pursue healthier lifestyles.”

The rankings and scores for the Healthiest Employers competition were provided by a third-party surveying partner, Indianapolis-based Healthiest Employers LLC. Nominated companies completed surveys that were verified, scored and ranked. Scored categories included “culture and leadership commitment,” “foundational components,” and “reporting and analytics.” The companies were divided into five size categories by number of companywide employees: 50-499, 500-1,499, 1,500-4,999 and 5,000+.

The City of Salisbury is located in the heart of the Piedmont region of North Carolina, midway between Charlotte and Greensboro. Salisbury is the county seat of Rowan County, and provides a full range of municipal services, including law enforcement, fire protection, zoning and code enforcement and water and sewer systems. For more information regarding the City of Salisbury and its services and departments, please visit us on the web at www.salisburync.gov. To receive updates regarding local initiatives, meetings, programs and events, please follow us on Twitter at @CitySalisburyNC and Facebook at <https://www.facebook.com/CitySalisburyNC>.

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Linda McElroy
Communications Director

Communications

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City of Salisbury

North Carolina

PROCLAMATION

WHEREAS, the City of Salisbury celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, there are 32.5 million small businesses in the United States representing 99.7% of firms with paid employees in the United States, and responsible for 62% of net new jobs created since 1995; and

WHEREAS, 79% of United States consumers feel a personal commitment to support small businesses in their community on Small Business Saturday, and 66% of consumers report the day makes them want to support the small businesses all year long; and

WHEREAS, 58% of consumers who shop on Small Business Saturday recognize the impact they can make by shopping at small businesses and encouraging others to do so by creating a positive social, economic, and environmental impact essential to the community all year long; and

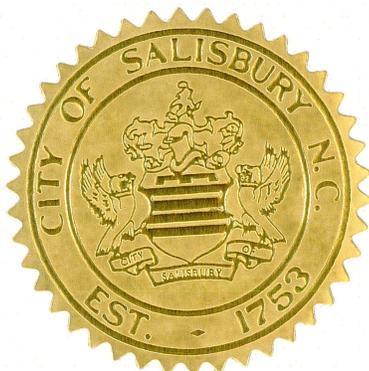
WHEREAS, the City of Salisbury supports our local businesses that create jobs, boost our local economy, and preserve our communities.

NOW, THEREFORE, I, Karen K. Alexander, Mayor of the City of Salisbury, North Carolina, on behalf of Salisbury City Council, DO HEREBY PROCLAIM Saturday, November 25, 2023 as

SMALL BUSINESS SATURDAY

in Salisbury, and urge residents to support small businesses and merchants on Small Business Saturday and throughout the year.

This the 21st day of November 2023.




Karen K. Alexander, Mayor



City of Salisbury

North Carolina

PROCLAMATION

WHEREAS, the season between Thanksgiving and New Year's Day is what the National Association of Drug Court Professionals describes as "one of the deadliest and most dangerous times on America's roadways due to an increase in impaired driving"; and

WHEREAS, almost 30 percent of all traffic crash fatalities in the United States involve drunk drivers including studies revealed in 2017 that collisions due to drunk driving killed one American approximately every 48 minutes; and

WHEREAS, in 2019 there were 10,142 deaths that occurred across the nation from drunk and drugged driving, and studies have also shown 28 people die daily in alcohol or drug related traffic accidents; and

WHEREAS, the U.S. Department of Transportation's National Highway Traffic Safety Administration redoubles its efforts each holiday season to promote the "Drive Sober or Get Pulled Over" campaign, joining forces with law enforcement agencies across the country; and

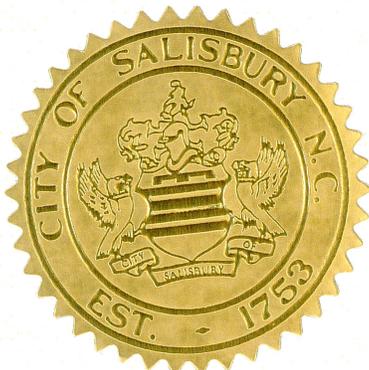
WHEREAS, holiday partygoers are urged to consider their safe transportation options ahead of time, through public transportation, ride services or a committed designated driver.

NOW, THEREFORE, I, Karen K. Alexander, Mayor of the City of Salisbury, North Carolina, on behalf of Salisbury City Council, DO HEREBY PROCLAIM December 2023 as

NATIONAL IMPAIRED DRIVING PREVENTION MONTH

in Salisbury, and encourage all citizens to commit to a safe holiday season by avoiding distraction on our roadways.

This the 21st day of November 2023.



Karen K. Alexander, Mayor

Salisbury, North Carolina
November 8, 2023

REGULAR MEETING

PRESENT: Mayor Karen K. Alexander, Presiding; Council Members Harry McLaughlin, David Post, and Anthony Smith; City Manager Jim Greene, Jr., City Clerk Connie B. Snyder; and City Attorney J. Graham Corriher.

ABSENT: Mayor Pro Tem Tamara Sheffield.

Salisbury City Council met in Council Chambers in City Hall located at 217 South Main Street. The meeting was called to order by Mayor Alexander at 6:04 p.m. A moment of silence was taken.

PLEDGE OF ALLEGIANCE

Mayor Alexander led participants in the Pledge of Allegiance to the United States flag.

ADOPTION OF THE AGENDA/CHANGES TO THE AGENDA

Mayor Alexander noted the following change to the Agenda: Item 8c should be amended to adopt a Resolution declaring the intent to permanently close an unimproved portion of Second Street located off the 100 block of Carolina Avenue and set a public hearing for December 5, 2023.

Thereupon, Councilmember McLaughlin made a **motion** to adopt the Agenda as amended. Mayor Alexander and Councilmembers McLaughlin, Post and Smith voted AYE. (4-0)

INTRODUCTION – DEPUTY CITY MANAGER RICHARD WHITE

City Manager Jim Greene introduced new Deputy City Manager Richard White to Council. Council welcomed Mr. White to the City and stated it looks forward to working with him. Mr.

White thanked Council for the warm welcome and stated he is ready to work with Council, staff and citizens.

RECOGNITION – DOWNTOWN DEVELOPMENT DIRECTOR SADA TROUTMAN

Council recognized Downtown Development Director Sada Troutman for being named to Business North Carolina’s Trailblazers list for 2023. Mayor Alexander stated the annual list focuses on people under the age of 40 who work for cities and towns with fewer than 150,000 citizens to champion their communities. Council thanked Ms. Troutman for all she does for the City and its downtown.

RECOGNITION – EVENT COORDINATOR VIVIAN KOONTZ AND RECREATION PROGRAM SUPERVISOR MEGAN SIMPSON

Council recognized Events Coordinator Vivian Koontz for receiving the Certified Events Executive Certification through the International Festival and Events Association. Mayor Alexander noted the certification is a globally recognized credential that acknowledges individuals who work to create unforgettable festival and event experiences. Council thanked Ms. Koontz for all she does for the City and her work to make the annual Cheerwine Festival and many events that take place in the City a success.

Council then recognized Recreation Program Supervisor Megan Simpson for being awarded the Certified Pool and Spa Operator Certification as an operator of aquatic facilities from the Pool and Hot Tub Alliance. Mayor Alexander explained this designation recognizes a proven knowledge in the pool and hot tub profession. Council thanked Ms. Simpson for her work at the Fred M. Evans pool and the Civic Center.

Mayor Alexander read a letter from Mr. Jason Young that was included in the *Salisbury Post* recognizing staff for its contributions to BlockWork. Council thanked everyone who worked to make BlockWork a success.

PROCLAMATIONS

Mayor to proclaim the following observances:

VETERANS DAY	November 11, 2023
INTERNATIONAL SURVIVORS OF SUICIDE LOSS DAY	November 18, 2023
TRANSGENDER DAY OF REMEMBRANCE	November 20, 2023
INDIAN AND NATIVE AMERICAN MONTH	November 2023
SURVIVORS OF HOMICIDE VICTIM’S AWARENESS MONTH	November 20 – December 20, 2023

CONSENT AGENDA

(a) **Minutes**

Approve Minutes of the regular meeting of October 17, 2023 and the special meetings of October 6, 2023 and October 25, 2023.

(b) **Budget Ordinance Amendment – Summer Concert Series**

Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$6,249 to appropriate a sponsorship/donation for the Summer Concert Series at Bell Tower Green Park.

ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE A PARKS AND RECREATION DONATION.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 326, and is known as Ordinance 2023-72.)

(c) **Resolution of Intent – Street Closing Second Street**

Adopt a Resolution declaring the intent to permanently close an unimproved portion of Second Street located off the 100 block of Carolina Avenue and set a public hearing for December 5, 2023.

RESOLUTION PERTAINING TO THE PROPOSED CLOSING OF AN UNIMPROVED PORTION OF SECOND STREET LOCATED OFF THE 100 BLOCK OF CAROLINA AVENUE.

(The above Resolution is recorded in full in Resolution Book No. 17 at Page No. 39, and is known as Resolution 2023-31.)

(d) **Right-of-Way Encroachment – AT&T**

Approve a right-of-way encroachment for the installation of approximately 1,582 feet of underground fiber optic cable by AT&T within the rights-of-way of Shay Crossing Road, Willamette Drive and Bluebonnet Drive per Section 11-24(27) of the City Code.

(e) **Purchase Order – Interstate Transportation Sales & Service**

Ratify the issuance of a purchase order to Interstate Transportation Sales & Service, Inc. in an amount not to exceed \$688,298 for the purchase of two all-electric vehicles and related charging stations for Transit and authorize the City Manager to execute any documents required to approve the purchase. On June 7, 2022, Council approved the appropriation of funds from the North Carolina Volkswagen Settlement Program for this purchase.

(f) Agreement – Garden Street Communities Southeast, LLC

Authorize the City Manager to execute an agreement with Garden Street Communities Southeast LLC for the Kerns Ridge Subdivision sewer infrastructure improvements. The developer will pay for the cost of the improvements estimated to total \$77,000.

(g) Budget Ordinance Amendment – College Night Out Donation

Adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$1,158 to appropriate a donation for College Night Out hosted by Downtown Development.

ORDINANCE AMENDING THE 2023-2024 BUDGET ORDINANCE OF THE CITY OF SALISBURY, NORTH CAROLINA TO APPROPRIATE COLLEGE NIGHT OUT DONATIONS.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 327, and is known as Ordinance 2023-73.)

(h) Developer’s Agreement – Shay Crossing Phase 2

Approve a Developer’s Agreement for Shay Crossing Phase 2, accept portions of Shay Crossing Road, Bluebonnet Drive and Willamette Drive for maintenance, and adopt an Ordinance establishing stop conditions.

ORDINANCE AMENDING SECTION 13-332, ARTICLE X, CHAPTER 13 OF THE CODE OF THE CITY OF SALISBURY, RELATING TO STOP SIGNS.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 328, and is known as Ordinance 2023-74.)

Thereupon, Councilmember Post made a **motion** to adopt the Consent Agenda as amended. Mayor Alexander and Councilmembers McLaughlin, Post and Smith voted AYE. (4-0)

PUBLIC COMMENT

Mayor Alexander opened the floor to receive public comments.

Ms. Dee Dee Wright thanked everyone who worked to make BlockWork a success. She also thanked Council and previous Councils and their work on the Dixonville Cemetery.

There being no one else to address Council, Mayor Alexander closed the public comment session.

ANNEXATION AGREEMENT TOWN OF GRANITE QUARRY

City Manager Jim Greene noted the Annexation Agreement between the Town of Granite Quarry and the City of Salisbury came before Council at a previous meeting and has been a great example of team work. He explained both Councils have approved the agreement in concept, and the Granite Quarry Town Council will consider the agreement at its November 13, 2023 meeting.

City Attorney Graham Corriher thanked everyone who worked on the Annexation Agreement. He stated the City must reach agreements with other municipalities where there are overlapping growth areas. He pointed out the proposed agreement does not provide additional annexation authority. He noted the City no longer conducts involuntary annexations and property owners must petition for voluntary annexation.

Mr. Corriher indicated a municipality's annexation authority extends three miles outside its corporate limits. He stated the City is closer than three miles to neighboring municipalities which creates overlap and requires permission to annex from the other municipality. He explained the Annexation Agreement before Council defines the boundaries and procures the required permissions between the City and the Town of Granite Quarry.

Mr. Corriher displayed a map of the Rowan County municipal limits, and he pointed out the half way pointed out between the municipalities that was used as a starting point for the process. He noted the Forward 2040 Comprehensive Plan includes a goal to adopt non-annexation agreements with neighboring jurisdictions to address growth boundaries. He noted staff level discussions were conducted regarding infrastructure availability, fire response, transportation, Extraterritorial Jurisdictions (ETJ's) and planning jurisdictions, development proposals and developable land.

Mr. Corriher reviewed the terms of the Annexation Agreement:

- Annexations are governed by state law (no involuntary annexations)
- Establishes agreement in areas where more than one municipality could annex
- No effect on rights/obligations of other municipalities or the County
- Municipalities agree not to exercise annexation authority in other municipalities' non-annexation or growth areas
- Municipalities agree not to exercise annexation authority in other municipalities' ETJ
- 20-year agreement with a 5-year termination clause
- Agreement can be amended or terminated with the consent of both parties at any time

Mr. Corriher reviewed the Annexation Agreement maps, and he pointed out the corporate limits, the ETJ and the non-annexation areas of the City and Granite Quarry. He pointed out an area identified for further study bounded by Stokes Ferry, Bringle Ferry, Dunns Mountain and Union Church Roads that would come back to both Councils as an amendment to the agreement. He indicated the agreement can be amended if a property owner wants to be annexed into the other municipality or if the boundary line needs to be redrawn. He explained the proposed Ordinance will only be effective if it is approved by both parties.

Mayor Alexander convened a public hearing, after due notice, regarding the proposed Annexation Agreement with the Town of Granite Quarry.

Ms. Dee Dee Wright asked if Police Department service was considered and if the state had to approve the Annexation Agreement. Mr. Corriher stated an annexed parcel would receive all municipal services once it is inside the City limits. He explained North Carolina General Statute authorizes cities to enter into annexation agreements.

There being no one else to address Council, Mayor Alexander closed the public hearing.

Thereupon, Councilmember Post made a **motion** to adopt an Ordinance approving an annexation agreement between the Town of Granite Quarry, North Carolina, and the City of Salisbury, North Carolina. Mayor Alexander and Councilmembers McLaughlin, Post and Smith voted AYE. (4-0)

ORDINANCE APPROVING AN ANNEXATION AGREEMENT BETWEEN THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, AND THE CITY OF SALISBURY, NORTH CAROLINA.

(The above Ordinance is recorded in full in Ordinance Book No. 31 at Page No. 329-330, and is known as Ordinance 2023-75.)

CONTRACT – DOWNTOWN SALISBURY, INC.

Planning and Neighborhoods Director Hannah Jacobson addressed Council in regards to awarding a contract to Downtown Salisbury, Inc. (DSI) in the approximate amount of \$142,000, or the amount estimated from Municipal Service District (MSD) taxes received for FY2023-2024 for the Main Street Program services within the MSD. She explained in 2015 the General Assembly modified its rules regarding the management of MSD taxes and cities are required to go through a Request for Qualification (RFQ) process to select a nonprofit or private firm at least every five years to manage MSD services.

Ms. Jacobson indicated the City posted and advertised a request for proposals on October 5, 2023 and received one submission from a qualified respondent, DSI, on October 20, 2023. She added DSI is an accredited Main Street organization recognized by the National and State Main Street Programs and it meets all the required qualifications.

Mayor Alexander convened a public hearing, after due notice, regarding the proposed contract with Downtown Salisbury, Inc.

There being no one to address Council, Mayor Alexander closed the public hearing.

Thereupon, Councilmember Smith made a **motion** to award a contract to Downtown Salisbury, Incorporated in the estimated amount of \$142,000, or the amount estimated from Municipal Service District taxes received for FY2023-2024, for Main Street Program services in the Municipal Service District. Mayor Alexander and Councilmembers McLaughlin, Post and Smith voted AYE. (4-0)

UPDATE – DRAFT UNIFORM CONSTRUCTION STANDARDS MANUAL

City Engineer Wendy Brindle presented the City’s Draft Uniform Construction Standards Manual to Council for its consideration. She pointed out the current Uniform Construction Standards are outdated and inconsistent with other codes.

Ms. Brindle stated the City has experienced increased development and the outdated standards and inconsistencies make it difficult for designers, developers and staff that review the documents. She noted updated standards were needed to address changing demands and concerns.

Ms. Brindle explained consultants were solicited through a Request for Qualifications (RFQ) process and Alley, Williams, Carmen and King (AWCK) was awarded the contract in December 2022. She noted monthly meetings were held with AWCK and core departments to establish format and new standards and a Draft Uniform Construction Standards Manual was completed in September. She indicated the next step is to present the draft manual to Council and the public to review. She encouraged citizens to review the manual and reach out to staff regarding questions or comments. She noted the draft will be submitted to the North Carolina Department of Environmental Quality (NCDEQ) for review and approval of local water and sanitary sewer permitting. She stated the draft will be available on the City’s website and a public meeting will be held on December 6, 2023 from 4:00 p.m. until 6:00 p.m. at the Park Avenue Community Center.

Ms. Brindle stated the standards address City roads, storm drainage requirements, and requirements for water and sewer installation. She added SRU is a regional utility and other jurisdictions use its standards. She reviewed the list of significant changes and pointed out the information is organized in sections and includes an Infrastructure Plan Review Checklist that can be used by designers and reviewers and allows for digital submittals.

Ms. Brindle indicated the City has standards to address water quality, but water quantity has created concerns. She stated a section was added that requires a report of the water quantity impacts to provide a better indication of the impact of stormwater runoff for developments. She reviewed the Street Acceptance Policy regarding roadway maintenance, and noted Council previously adopted a standard to increase pavement cross-section and pavement thickness. She pointed out the manual requires developers to leave the final lift of asphalt off the roads, until the construction of homes is 85% complete or two years has passed, at which time staff will reinspect the roads and the developer will install the final lift. She added at that time the City will accept the roads for maintenance and begin the one-year warranty period. She noted the proposed standards allow additional materials to be used.

Ms. Brindle stated the consultant did a great job consolidating old manual information into separate sections and updating it to the new manual while removing inconsistencies. She reviewed appendices and she noted some standard drawings were eliminated due to utilization of state standards.

Mayor Alexander stated the draft is well organized and user friendly. Ms. Brindle indicated the final draft will be brought back to Council for its consideration after the first of the year.

Councilmember Post requested clarification regarding build out. Ms. Brindle explained 85% of the homes must have Certificates of Occupancy and there is a two-year maximum that requires the developer to add that final lift within two years if 85% build out is not reached. She indicated the final inch of asphalt must be bonded before the construction plan is approved.

Mayor Alexander thanked staff for its work on the Draft Uniform Construction Standards Manual. Mr. Greene thanked staff for its dedication to complete the project. He stated Council set a priority of quality development, and construction standards are important for a growing community.

CONTRACT RENEWAL – ATLANTIC COAST CONTRACTORS, INC.

Salisbury-Rowan Utilities (SRU) Director Jim Behmer asked Council to consider executing a contract renewal with Atlantic Coast Contractors, Inc. in the amount of \$1,550,000 for construction related to the Sanitary Sewer Rehabilitation Project - Contract 2.

Mr. Behmer provided a summary of completed Sanitary Sewer Rehabilitation projects and noted contract renewal goals include installing approximately four miles of cured-in-place piping to complete rehabilitation projects including Grants Creek, Martin Luther King, Jr. Avenue and Newsome Road.

Councilmember Post asked if the \$1,550,000 was budgeted for FY2023-2024. Mr. Behmer agreed, and he explained additional funds are budgeted each year for the completion of the Sanitary Sewer Rehabilitation project. Mr. Behmer noted additional Fund Balance will also be allocated towards project completion.

City Manager Jim Greene noted staff did not recommend a utility rate increase this fiscal year. He explained instead of increasing utility rates, SRU staff looked at available funds from the department's Fund Balance to contribute to the project.

Thereupon, Councilmember McLaughlin made a **motion** to authorize the City Manager to execute a contract renewal with Atlantic Coast Contractors, Inc. in the amount of \$1,550,000 for construction related to the Sanitary Sewer Rehabilitation Project – Contract 2. Mayor Alexander and Councilmembers McLaughlin, Post and Smith voted AYE. (4-0)

UPDATE – EMPLOYEE PAY GRADE AND CLASSIFICATION SCHEDULES FOR THE POLICE DEPARTMENT

Police Chief Patrick Smith asked Council to consider approving an update to the employee pay grade and classification schedule to add two positions and re-establish two positions previously included for the Police Department. He provided a three-month projection on Police Department staffing, and he pointed out there are six vacancies with 23 unrealized positions. He explained unrealized positions include police officers in training or waiting to attend training. He added there are five applicants in the process.

Chief Smith stated the four requested positions are civilian positions that will provide support to sworn staff. He noted in the FY2023-2024 budget Council approved \$300,000 to support Police Department positions.

Chief Smith noted the first civilian position requested is a Senior Administrative position for command staff. He commented the position was previously reallocated to hire a crime analyst in 2017. He stated the position would support command staff and provide clerical service for patrol officers. He added the position would also assist command staff with calendar maintenance and file upkeep, allowing more engagement with department divisions and the community.

Chief Smith stated the second position requested is a Senior Administrative Position for Criminal Investigations. He noted this position previously served as a Criminal Investigations Planner handling sensitive cases and allowing investigators more time in the field. He commented the administrative role would screen incoming crimes against children and maintain a log. He explained the position would have contact with the Department of Social Services worker assigned to each case and would ensure the jurisdiction of crimes that occurred. He noted the administrative assistant would also act as a liaison for the District Attorney's office.

Chief Smith explained the third requested position would serve as a Community Resources Coordinator - Homeless Advocate. He stated this position would work closely with Homeless Advocate Dennis Rivers on approaching, identifying, and working with the unsheltered population. He added the Community Resource Coordinator would also work closely with Rowan Helping Ministries to find and introduce the resources needed for the unsheltered population.

Chief Smith stated the fourth civilian position requested would serve as a Downtown Liaison. He explained traditionally, the position was filled by a sworn officer, but with new legislation, many of the actions such as larceny reports, parking enforcement, and minor accidents in parking lot areas can be performed by civilians. He noted one of this position's primary responsibilities would be parking enforcement in the downtown area. He commented the Downtown Liaison would work with Downtown Salisbury, Inc (DSI), engage with downtown merchants, act as a liaison to the Police Department, and enforce downtown parking rules. He stated scheduling for the position would be staggered to include morning, afternoon, evening, and weekend hours.

Mayor Alexander clarified the requested positions are included in the \$300,000 that was approved by Council in the FY2023-2024 budget. Chief Smith agreed.

Councilmember McLaughlin asked if the civilian positions would be requested if the Police Department was fully staffed with sworn officers. Chief Smith stated the civilian positions would be requested to support sworn officers. Mayor Alexander noted the civilian positions would provide sworn officers more time in the field rather than working on clerical tasks.

City Manager Jim Greene stated Council approved a recommended tax increase for public safety, and funding was distributed to the Fire Department to assist with the construction of Fire Station 3, and to the Police Department for needed positions.

Thereupon, Councilmember McLaughlin made a **motion** to update the employee pay grade and classification scheduled to add Community Resource Advocate and Downtown Liaison positions and reestablish two Senior Administrative Special positions for the Police Department. Mayor Alexander and Councilmembers McLaughlin, Post and Smith voted AYE. (4-0)

CITY MANAGER'S COMMENTS

City Manager Jim Greene congratulated Councilmembers on their re-election to Council, and he noted he looks forward to working with Council for another term.

(a) **Issues with Utility Billing**

Finance Director Wade Furches stated there has been a delay in customers receiving their utility bills which come from a third-party company. He noted staff approved the bills on October 30, 2023, the vendor delivered the bills to the post office on November 1, 2023, and customers should have received the bills by November 6, 2023 with the typical five-day delivery. He indicated the vendor tracked the bills which had not left the Greensboro distribution center where they were delivered.

Mr. Furches commented the Communications Department has done a great job in getting information to the public regarding the delay and ways to pay the bills. He explained late fees will not be added until November 27, 2023.

Councilmember Post asked when bills are mailed and when the fees are added. Mr. Furches noted the goal is to get the bills out by the first of each month, and he noted fees are typically added around the 24th of each month. Mr. Post asked about state law and if the City must allow 25 days from when the bills are received until fees are added. City Attorney Graham Corriher indicated he can research the laws regarding the fees. Mr. Post asked if fees would be waived this month due to the late bills and the Thanksgiving holiday. Mr. Furches indicated it could be considered if the bills are not received by the end of the week. Mayor Alexander pointed out the public is aware of the options to pay the bills.

Mr. Greene noted staff will keep Council informed and will communicate with customers.

COUNCIL COMMENTS

Councilmember McLaughlin thanked the candidates that ran in the election and the citizens who took the time to vote. He congratulated Councilmembers that were reelected, and he noted he looks forward to working with Council.

Councilmember Post welcomed candidates Shanika Gadson-Harris and Gemale Black, and he suggested they run for Council again.

Councilmember Post commented he has been to several cities that close their Main Street for a period of time and the downtown merchants love it due to the increase of business that is generated.

MAYOR PRO TEM'S COMMENTS

Mayor Alexander read a note from Mayor Pro Tem Sheffield who was unable to attend the meeting due to a death in her family. Mayor Pro Tem Sheffield thanked everyone who ran for Council, and she congratulated Councilmembers and Mayor Alexander on their re-election. She added she looks forward to another successful term.

MAYOR'S ANNOUNCEMENTS AND COMMENTS

Mayor Alexander congratulated candidates that ran for Council as it was a very positive election with all candidates having a vision to improve the City. She added she is happy the same Council will continue the great work it does for the community.

(a) Housing Survey

Mayor Alexander announced residents of Salisbury are encouraged to share their thoughts on housing in the City by taking an online survey. The survey will help shape future policies and spending priorities related to housing and community development. The survey is available at www.salisburync.gov/housing. The survey launched October 16th and will remain open through the end of November.

ADJOURNMENT

Motion to adjourn the meeting was made by Councilmember Smith. Mayor Alexander and Councilmembers McLaughlin, Post and Smith voted AYE. (4-0)

The meeting was adjourned at 8:17 p.m.

Karen Alexander, Mayor

Connie B. Snyder, City Clerk

DRAFT

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Fire Chief R.A. Parnell

Name of Presenter(s): Chief R.A. Parnell

Requested Agenda Item: Council to consider accepting a donation of Humat hydrant valves from Oakhurst, New Jersey.

Description of Requested Agenda Item:

The Board of Fire Commissioners of Fire District Number 1 in the Township of Ocean, Oakhurst, New Jersey has offered to donate five Humat hydrant valves to the Salisbury Fire Department. The Oakhurst Fire Department has discontinued their use of Humat hydrant valves and would like to donate their surplus to other departments. The current value of a new Humat valve is approximately \$2,800 and delivery is currently 18 months from order. The Salisbury Fire Department currently has five Humat valves and would like to accept the five additional Humat valves for use by the Fire Department.

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: Council to consider accepting a donation of five Humat hydrant valves from Oakhurst, New Jersey

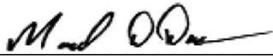
(Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual: Chief R.A. Parnell

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:


Finance Manager Signature


Department Head Signature

Salisbury City Council Agenda Item Request Form



Tracey Keyes

Budget Manager Signature

*******All agenda items must be submitted at least 7 days before the requested Council meeting date*******

For Use in Clerk's Office Only

Approved

Delayed

Declined

Reason:

RESOLUTION 2023-09-03

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF FIRE DISTRICT NO.1 TOWNSHIP OF OCEAN AUTHORIZING THE CONVEYANCE OF FIREFIGHTING EQUIPMENT TO THE SALISBURY FIRE DEPARTMENT, NC PURSUANT TO N.J.S.A. 40A: 11-36 (6)

WHEREAS; The Board of Fire Commissioners of Fire District No. 1 Township of Ocean owns 5 Hummat valves and 1 portable hydrant, which is no longer useable for public fire protection purposes and does not meet fire protection standards; and

WHEREAS; N.J.S.A. 40A: 11-36 (6) provides that if said firefighting equipment does not exceed 15% of the bid threshold (i.e., \$2,625.00) and is no longer useful. The Board is authorized to donate said firefighting gear without going to a public auction and

WHEREAS; The Salisbury Fire Department, NC, has requested that said equipment be transferred to it free of charge to use for their purposes; and

WHEREAS; It is the opinion of the Board that the conveyance of the above-described firefighting equipment to the Salisbury Fire Department would benefit their organization.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Fire Commissioners of Fire District No. 1 Township of Ocean that the above firefighting equipment be conveyed to the Salisbury Fire Department.

BE IT FURTHER RESOLVED that the Board President and Fire District Administrator of the Board of Fire Commissioners are authorized to execute any documents necessary to effectuate the purposes of this Resolution.

BE IT FURTHER RESOLVED that this transfer is made on the express understanding that the Board shall be held harmless and indemnified from any claims that may arise in connection with or out of the operation and subsequent use of said firefighting gear by the Township of Ocean.

Resolution offered by: Morrow

Second by: Beringer

Roll call vote:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
	5	0	0	0

Certified Copy of the Resolution Adopted on September 11, 2023

**Craig Flannigan
Fire District Administrator**



Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Chris Tester

Name of Presenter(s): Chris Tester

Requested Agenda Item: Council to consider approving a new job classification and pay grade for the Fleet Division.

Description of Requested Agenda Item: The purpose of this request is to organize the fleet division in a manner that will prepare them for current needs and future needs. In our current succession plan this new position will equip the department to meet the need of maintenance service- to City departments- and future growth. There is a need to turn around equipment in a timely manner while remaining cost effective and to avoid outsourcing maintenance and increasing the cost of maintenance and repair. Fleet has a critical need of a lead trainer specifically to emergency equipment. This new classification will allow the employees to be trained to work on equipment such as fire trucks which will keep our current ISO rating. Finally, it will allow the employees to receive training from an employee that has years of experience with the organization and equipment.

Position Title	Grade	Min-Max Range
Emergency Vehicle Mechanic/Trainer	13	\$51,316.31- \$82,105.94

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Funds are available in the current Fiscal Year, and will be budgeted in subsequent years.

Action Requested of Council for Agenda Item: *(Please note if item includes an ordinance, resolution or petition)*

Council to consider approving a new job classification and pay range

Contact Information for Group or Individual: Chris Tester 704.216.7554

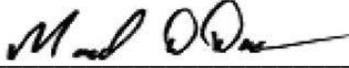
Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Salisbury City Council Agenda Item Request Form





Finance Manager Signature



Department Head Signature



Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

For Use in Clerk's Office Only

Approved

Delayed

Declined

Reason:

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: 11/21/2023

Name of Group(s) or Individual(s) Making Request: Wendy Brindle, Transportation Director

Name of Presenter(s): N/A

Requested Agenda Item: Council to consider amending Chapter 13, Article X, related to Stop Conditions and Parking

Description of Requested Agenda Item:

The Transportation Department recently installed markings and signs to establish a traditional T-intersection and an all-way stop condition at Old Wilksboro Road and Partee Street. The change was made after a traffic study was conducted in response to neighborhood concerns for accidents in the area. The study consisted of an accident summary over the previous 3 years, volume counts and site evaluations.

In order to facilitate the new traffic pattern, the new stop conditions must be recognized in the City Code. In addition, parking areas along the 500 block of Partee Street were established and are included for recognition in the City Code.

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Operating budget was utilized to establish markings and signs

Action Requested of Council for Agenda Item: *(Please note if item includes an ordinance, resolution or petition)*

City Council to adopt the attached Ordinances amending City Code Chapter 13, Article X, Section 13-332 (Stop signs) and Section 13-338 (Parking prohibited at all times).

Contact Information for Group or Individual:

Wendy Brindle, 704-638-5201, wbrin@salisburync.gov

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

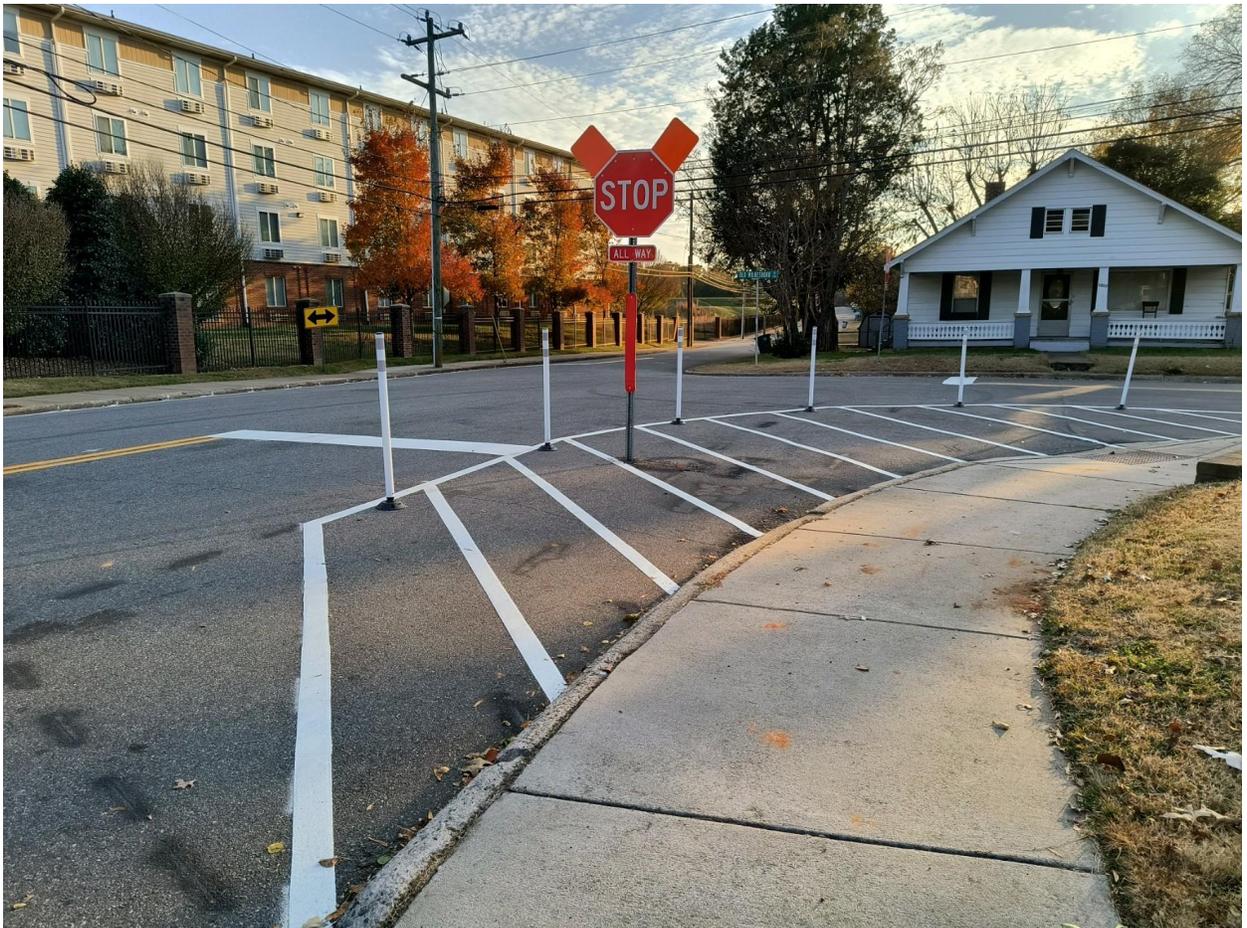
Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature



AN ORDINANCE AMENDING CHAPTER 13, ARTICLE X, OF THE CODE OF THE CITY
OF SALISBURY, RELATING TO PARKING

Be it ordained by the City Council of the City of Salisbury, North Carolina, as follows:

SECTION 1. That Section 13-338, Article X, Chapter 13 of the Code of the City of Salisbury be amended to add the underlined or to delete the stricken language as follows:

Sec. 13-338. Parking prohibited at all times

<i>Street</i>	<i>Side</i>	<i>Extent</i>
<u>Partee St.</u>	<u>East</u>	<u>From Monroe St to a point 67' south of Monroe St</u>

SECTION 2. That all ordinances, or the parts of ordinances in conflict with this ordinance, are hereby repealed to the extent of such conflict.

SECTION 3. That this Ordinance shall be effective upon adoption by the City of Salisbury from and after its passage.

AN ORDINANCE AMENDING CHAPTER 13, ARTICLE X, OF THE CODE OF THE CITY
OF SALISBURY, RELATING TO STOP SIGNS

Be it ordained by the City Council of the City of Salisbury, North Carolina, as follows:

SECTION 1. That Section 13-332, Article X, Chapter 13 of the Code of the City of Salisbury be amended to add the underlined or to delete the stricken language as follows:

Sec. 13-332. Stop Signs

Stop On

Before Entering

~~Partee St. (northbound) — Old Wilksboro Rd~~

Partee St.

Old Wilksboro Rd

Old Wilksboro Rd

Partee St

SECTION 2. That all ordinances, or the parts of ordinances in conflict with this ordinance, are hereby repealed to the extent of such conflict.

SECTION 3. That this Ordinance shall be effective upon adoption by the City of Salisbury from and after is passage.

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Finance Department

Name of Presenter(s):

Requested Agenda Item: Council to adopt a Resolution declaring specific equipment as surplus and to authorize the sale of personal property deemed to be surplus that could exceed \$30,000

Description of Requested Agenda Item: The Fleet Department identified a piece of equipment that has reached its useful life for the City. This item is PO79701, a 500KW Kohler Generator. Resolution 2009-15 authorized the "Purchasing Manager" to sell items valued under \$30,000 by electronic auction. This item could potentially sell for more than \$30,000 which would require City Council approval.

Attachments: Yes No

Fiscal Note:

Action Requested of Council for Agenda Item: Adopt a Resolution declaring specific equipment as surplus and authorize the sale of PO79701, a 500KW Kohler Generator on GovDeals.com.

Contact Information for Group or Individual: Mark Drye, Finance Manager/Interim Purchasing Manager

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council) Announcement

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

******All agenda items must be submitted at least 7 days before the requested Council meeting date******

For Use in Clerk's Office Only

Approved Delayed Declined

Reason:

**RESOLUTION AUTHORIZING SALE OF SURPLUS PROPERTY WITH POTENTIAL
VALUE OF \$30,000 OR MORE**

WHEREAS, N.C.G.S. 160A-266 authorizes municipal governments to dispose of real or personal property by public auction; and

WHEREAS, N.C.G.S. 160A-270 authorizes City Council to conduct electronic auctions for real or personal property and advertise such auctions electronically; and

WHEREAS, City Council approval is required for items with a value of \$30,000 or more; and

WHEREAS, the City owns surplus property that has been fully depreciated and reached the end of its useful life; and

WHEREAS, below listed item will be advertised by electronic means on the electronic auction website; and

Equipment#	Description
PO79701	500KW Kohler Generator

WHEREAS, City Council is giving approval to sell to the highest bidder; and

WHEREAS, proceeds of the sale will be returned to the proper Fund as dictated by where the asset is being held.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Salisbury hereby authorizes the Purchasing Coordinator to sell the above-listed assets by electronic auction and to execute any and all documents required to sell the asset to the highest bidder.

Adopted this 21st day of November 2023.

Karen K. Alexander, Mayor

ATTEST:

Connie B. Snyder, City Clerk

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Diversity, Equity and Inclusion Department

Name of Presenter(s): Anne Little, Director

Requested Agenda Item: Presentation of Diversity, Equity and Inclusion Strategic Action Plan

Description of Requested Agenda Item: Present the Diversity, Equity and Inclusion Strategic Action Plan to City Council.

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: None

Contact Information for Group or Individual: 704-638-5218 anne.little@salisburync.gov

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

For Use in Clerk's Office Only

Approved

Delayed

Declined

Reason:

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Community Planning Services

Name of Presenter(s): Hannah Jacobson, Planning and Neighborhoods Director

Requested Agenda Item: Council to receive a presentation on the Ford City Motor Lofts project located at 419 South Main Street.

Description of Requested Agenda Item: The Osceola Council on Aging has requested financial support to develop the site at 419 South Main Street into affordable senior housing totaling 64 total units that include two studio apartments, 38 one bedroom apartments. The project includes new construction as well as the rehabilitation of buildings listed on the National Register of Historic Places. Community Development Block Grant funds are requested to help offset the cost of a vapor barrier needed to ensure air quality at the former auto dealership and repair shop. Based on expected allocations of Community Development Block Grant funds over fiscal years 2024-2025 and 2025-2026, staff recommends City Council pledge \$200,000 in support of the project, paid upon the completion of the identified scope of work. In addition, in 2021, the City gave preliminary approval to be the issuer of multifamily housing revenue bonds for this project. The developer has asked that the City finalize this bond issuance in the amount of \$9.5 million. The bonds would not be a debt of the City or obligate any City funds but the City's participation is required for the bonds to be issued. Prior to issuing the bonds, a public hearing is required which is scheduled for the next Council meeting, on December 5, 2023. Construction is not expected to begin until summer of 2024.

Attachments: Yes No

Fiscal Note: (If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)

Action Requested of Council for Agenda Item: No action is required of Council at this time, for information only.

Contact Information for Group or Individual: Hannah Jacobson, hannah.jacobson@salisburync.gov, 704-638-5230

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Salisbury City Council Agenda Item Request Form



Budget Manager Signature

******All agenda items must be submitted at least 7 days before the requested Council meeting date******

For Use in Clerk's Office Only

Approved

Delayed

Declined

Reason:



Office of the
Mayor

City of Salisbury

North Carolina

November 21, 2023

Ms. Wendy Ford
President and CEO Osceola Council on Aging
700 Generation Point
Kissimmee, Florida 34744

Re: Commitment of Community Development Block Grant funds to the Ford City Motor Lofts at 419 South Main Street.

Dear Ms. Ford:

The City of Salisbury is committed to supporting affordable housing initiatives and congratulates the Osceola Council on Aging for receiving a Section 202 Supporting Housing for the Elderly award from the United States Department of Housing and Urban Development (HUD). The proposed Ford City Motor Lofts project at 419 South Main Street, which will provide 64 affordable units to older adults, fills a tremendous need in our community.

In light of the benefits to our community, the City of Salisbury will commit \$200,000.00 to help cover the gap in the financing. The commitment will be based on a satisfactory review of the current Pro Forma and proof that all other financing options have been exhausted. The pledged funds will come from future year allocations of Community Development Block Grant funding the City receives from HUD; therefore, all federal regulations must be complied with, including Section 3, Davis Bacon, and the environmental review process.

If you should have any questions or require additional information, please contact Ms. Hannah Jacobson, Planning and Neighborhoods Director at 704-638-5230.

Sincerely,

Karen K. Alexander
Mayor

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: City Manager Jim Greene, Jr.

Name of Presenter(s): City Manager Jim Greene, Jr.

Requested Agenda Item: Council to consider approving the reallocation of funds budgeted for Social Security to increase the employer 401K contribution from 4% to 5% for all employees and to provide an additional one-time, lump-sum 1% appreciation bonus for employees hired before July 1, 2023. Council is also asked to consider adopting a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$12,000 to transfer funds from the General Fund to the Transit Fund to cover these costs.

Description of Requested Agenda Item:

Salisbury Fire Fighters do not participate in Social Security. Many years ago, the Department elected not to participate in Social Security and thus the City does not contribute 6.2% to fund Social Security nor do Fire Fighters have 6.2% of their salary deducted for Social Security as required by Social Security rules. All other full-time City employees participate in Social Security and the City and the employee contribute 6.2%. In the past, City Fire Fighters requested that they be allowed to evaluate Social Security benefits and vote on whether or not they would like to change their earlier decision and receive Social Security benefits like other City employees. Council agreed and set this as a priority for the City. Council approved \$335,000 in this year's budget to pay the City's required contribution for Social Security if the City's Fire Fighters approved the change to participate in and fund the program. Salisbury's City Attorney led the process to engage Fire Fighters on this issue and worked with representatives from City Management, Fire, Human Resources and Finance Departments. The City brought in a representative from Social Security to present to and educate Fire Fighters on benefits and answer their questions. Salisbury's City Attorney worked with State and Federal Social Security officials to develop and implement the process for City Fire Fighters to vote on Social Security benefits. On August 31, 2023, a vote of City Fire Fighters was held as required and implementation of Social Security for the City Fire Department was not approved, thus allowing the \$335,000 from the General Fund to be used for other purposes.

The \$335,000 budgeted for the City's portion of the Fire Fighter Social Security was included in Human Resources' special project budget. Retirement benefits and financial security are concerns for Fire Fighters and all City employees, and I recommend the funds be used to provide a 1% increase in the City's contribution to 401K and to provide a one-time, lump-sum appreciation bonus for all eligible employees. Using the budgeted funds, it is recommended that the City increase the employer 401K contribution from 4% to 5% for all full-time employees. This estimated annual cost of this increase is below:

	<u>401(K)</u>
General Fund	\$ 153,234
Stormwater	4,780
SRU	52,155
Transit	5,744
	<u>\$ 215,913</u>

Salisbury City Council Agenda Item Request Form



Increasing the City's contribution to 401K to 5% will help retain and recruit employees as several other local governments are already contributing 5% for employees 401K and others are considering this change. Additionally, State law requires the City to contribute 5% for sworn police officers so City police officers already receive the employer 5% contribution to their 401K. An increase for all other City employees brings fairness and equity for all employees. If Council approves increasing the City's 401K contribution to 5% for all City employees, this would become effective on January 12, 2024.

In addition to the increase to the 401K contribution, it is recommended that Council approve an additional, one-time, 1% lump sum appreciation bonus effective June 14, 2024. The cost of this additional bonus is

	<u>Bonus</u>
General Fund	\$ 171,181
Stormwater	3,915
SRU	40,868
Transit	6,238
	<u>\$ 222,202</u>

This recommendation helps provide additional pay and reward to the City's hard working employees and address inflationary costs all employees are experiencing. To be eligible for this appreciation bonus, employees would need to have been hired on or before July 1, 2023. In addition to full-time employees receiving this bonus, it is recommended that part-time employees also receive the one-time, lump-sum bonus if they meet eligibility requirements and receive a minimum bonus pay of \$60. Council already approved a 1% lump-sum bonus for employees which will be paid on December 1, 2023, and this recommended additional 1% appreciation, lump-sum bonus will be paid June 14, 2024, and is recommended for this year only.

Since the majority of funds in the Transit Fund are state and federal contributions, staff recommends Council adopt a budget Ordinance amendment in the amount of \$12,000 to cover the 401K increase and 1% one-time, lump-sum appreciation bonus for Transit. The budgeted \$335,000 will cover the General Fund and Transit Fund and the remaining Funds will absorb the costs.

Attachments: No Yes

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: Council to consider approving the reallocation of funds budgeted for Social Security to increase the employer 401K contribution from 4% to 5% for all employees and to provide an additional one-time, lump-sum 1% appreciation bonus for employees hired before July 1, 2023. Council is also asked to adopt a budget Ordinance amendment to the FY2023-2024 budget in the amount of \$12,000 to transfer funds from the General Fund to the Transit Fund to cover these costs.

(Please note if item includes an ordinance, resolution or petition)

Contact Information for Group or Individual: City Manager Jim Greene, Jr.

Salisbury City Council Agenda Item Request Form



Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Mark Dora

Finance Manager Signature

Jim

Department Head Signature

Tracey Keyes

Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

For Use in Clerk's Office Only

Approved

Delayed

Declined

Reason:

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Community Planning Services

Name of Presenter(s): Hannah Jacobson, Planning and Neighborhoods Director

Requested Agenda Item: 10-Year Housing Strategy Survey Announcement

Description of Requested Agenda Item: Residents of Salisbury are encouraged to share their experiences, perceptions, and opinions of housing in the city by taking an online survey. The survey will help shape future policies and spending priorities related to related housing and community development. The survey is available online, available through the city's website at www.salisburync.gov/housing or directly via a QR code. Paper copies will be available to those who request them. The survey was launched October 16th and will remain open through the end of November.

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)* Funding is included in the FY2023-2024 Budget

Action Requested of Council for Agenda Item: No action requested.

Contact Information for Group or Individual: Hannah Jacobson, hannah.jacobson@salisburync.gov, 704-638-5230

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****

Salisbury City Council Agenda Item Request Form



Please Select Submission Category: Public Council Manager Staff

Requested Council Meeting Date: November 21, 2023

Name of Group(s) or Individual(s) Making Request: Downtown Development Dept.

Name of Presenter(s): Announcement

Requested Agenda Item: 2023 'Tis the Season Spectacular and Tree Lighting

Description of Requested Agenda Item: The annual 'Tis the Season Spectacular community event will kick off on Wednesday, November 22, 2023 with a parade through Spencer and Downtown Salisbury, and end at Bell Tower Green. The parade begins in Spencer at 2pm and will begin in Salisbury at 3pm. Festivities continue at Bell Tower Green with street performers, food and beverage vendors, music and entertainment, the community tree lighting and, of course, Santa! The event runs from 4pm to 8pm, with the official tree lighting at 6pm. For more information, please visit TisTheSeasonSpectacular.com or the Tis the Season Spectacular event Facebook page.

Attachments: Yes No

Fiscal Note: *(If fiscal note requires approval by finance department because item exceeds \$100,000 or is related to grant funds, please fill out signature blocks for finance at bottom of form and provide supporting documents)*

Action Requested of Council for Agenda Item: N/A

Contact Information for Group or Individual: Sada Troutman, Sada.troutman@salisburync.gov

Consent Agenda (item requires no discussion and will be voted on by Council or removed from the consent agenda to the regular agenda)

Regular Agenda (item to be discussed and possibly voted on by Council)

FINANCE DEPARTMENT INFORMATION:

Finance Manager Signature

Department Head Signature

Budget Manager Signature

*****All agenda items must be submitted at least 7 days before the requested Council meeting date*****